

Retention and Classification Report

Agency: Department of Workforce Services. Ogden North Employment Center (1839)
480 East 27th Street
Ogden, UT 84401

Records Officer Kent Naisbitt

18596	Check issuance case files
06939	Client case files
18603	Day care case files
12656	Day care center licensing files
10125	Family day care provider licensing case files
18597	Food stamp case files
07176	Home energy assistance target program files
18590	Medical cards
18588	Medical excess payment records
19237	Personnel files
18587	Prescription drug claims
14429	Provider billing files
18598	Provider files
18594	Self-sufficiency/child care eligibility case files
18593	Single parent employment program files
18592	Transmittal records
18591	Voided medical cards

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18596

3

TITLE: Check issuance case files

DATES: 1990-

ARRANGEMENT: Numerical by check number

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 3 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 7.

AUTHORIZED: 09/30/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18596

TITLE: Check issuance case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 6939

3

TITLE: Client case files

DATES: 1979-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 250.00 cubic feet.

DESCRIPTION:

These case files document the complete case history of clients receiving services initially provided in or through a Family Support office (OFS), now provided by The Dept. of Workforce Services. These case files include but are not limited to the following types of Eligibility and Determination Forms: Application and Affidavit for Assistance and Food Stamps, Home Energy Assistance Target (HEAT), Reapplication for Assistance and Food Stamps, Application for Financial, Medical, and/or Food Stamps, Application for Social Services, Notice of Decision (income report), and Client Admission/Level of Care Determination. Also copies of birth certificates, social security cards, car registrations and titles, divorce decrees and other court documents, medical reports, and certification of tribal membership are included in the case files. Payment forms, which include Payee/Case Data Collections, Medical Grant Overpayment, Coupon Books Lost in the Mail, Forged Check Affidavits, and the following miscellaneous documents are included in the case files: random moment sample surveys, case activity logs, court orders, lien agreements, and guardianship orders. It also contains Workforce Investment Act (WIA) files.

RETENTION:

Retain 10 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 31.

AUTHORIZED: 05/29/2015

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 6939

TITLE: Client case files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case is closed and then transfer to State Records Center. Retain in State Records Center for 9 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative Fiscal Legal

This disposition is based on 42 CFR 455.105 (1990) which specifies that these records be retained for a minimum of five years.

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. Psychiatric and psychological information

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18603

3

TITLE: Day care case files

DATES: 1986-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document assistance provided to clients for day care services. Clients must meet eligibility requirements as outlined by the federal government and the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule 0, Item 0.

AUTHORIZED: 04/16/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18603

TITLE: Day care case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 12656

3

TITLE: Day care center licensing files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname, thereunder chronological by year

ANNUAL ACCUMULATION:

DESCRIPTION:

These are licensing and inspection files of centers that provide care and supervision of children under the age of fourteen for more than four but less than twenty-four hours a day for a fee.

RETENTION:

Retain 8 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 3.

AUTHORIZED: 04/22/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 12656

TITLE: Day care center licensing files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 10125

3

TITLE: Family day care provider licensing case files

DATES: 1987-

ARRANGEMENT: Alphabetical by provider surname

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These files document the licensing histories of family day care providers. Family day care licensors create these records and use them to complete background reports and histories of providers. These files are also used when a provider case is reopened initially by the Department of Human Services, Office of Family Support, and now provided by The Dept. of Workforce Services. Information includes provider references, physical examinations, tuberculosis test results, home studies, applications, fire inspection reports, copies of licenses, and narratives of providers.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after closure and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy provided no litigation is pending.

APPRAISAL:

Administrative

This disposition is based on the needs expressed by the agency. UCA 26 6-9 and UCA 26-6-10 (1990) specifies that individuals at high risk for tuberculosis be tested by the Health Department and if positive test results occur, then the department shall provide appropriate treatment.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 10125

TITLE: Family day care provider licensing case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. Complaints

Protected. Police reports, police investigations

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18597

3

TITLE: Food stamp case files

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are files that show the distribution of food stamps to eligible clients. Clients must pass a needs test and meet income standards set by both the federal government and State of Utah.

RETENTION:

Retain 2 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 8.

AUTHORIZED: 09/30/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

APPRAISAL:

This disposition is based on the Food Stamp Intergovernmental Schedule completed in 1995.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18597

TITLE: Food stamp case files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 7176

3

TITLE: Home energy assistance target program files

DATES: 1981-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION: 25.00 cubic feet.

DESCRIPTION:

These files document verifications for home energy assistance. Initially The Department of Human Services, Office of Family Support, now The Dept. of Workforce Services gathers information from clients in order to verify and determine eligibility for home energy assistance. Recipients must demonstrate that two or more of the following conditions exist before assistance is granted. First, family income is below the federal poverty level; second, families are willing to make a good faith effort to pay their energy bills on a regular basis; third, families that have special medical expenses; and fourth, families that have experienced extended unemployment (UCA 62-10-103 (1991)). Information includes name, social security number, family information, medical information, and salary and employment information.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 2.

AUTHORIZED: 03/19/1991

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the needs expressed by the agency. This retention covers the time frame for conducting audits.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 7176

TITLE: Home energy assistance target program files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18590

3

TITLE: Medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards issued to clients receiving medical care for medicaid services offered through the Office of Family Support.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 13.

AUTHORIZED: 09/30/1993

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18590

TITLE: Medical cards

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18588

3

TITLE: Medical excess payment records

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are overpayments for medical expenses incurred by clients through the medicaid program. The Office of Recovery Services maintains the original paper work on excessive payments and is responsible for collecting overpayments from clients. Initially The Office of Family Support, and now The Dept. of Workforce Services is notified by Recovery Services when action is pending on a collection matter.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 10.

AUTHORIZED: 04/22/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18588

TITLE: Medical excess payment records

(continued)

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 19237

3

TITLE: Personnel files

DATES: 1974-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

Complete work history of individual while employed by the State. Refer to UCA 67-18-1, et seq. and DHRM standards on accessing, maintaining, and managing employee personnel files. When an employee transfers to another state agency, the official personnel file must be sent to the new agency. The file should include current information on performance evaluations, performance plans, position description, career mobility agreement, insurance benefits notification (ADNT-1), job swap agreement, and overtime agreement where applicable. Also contains application for employment, employees' social security card (copy), Notice of personnel action (DHRM 33), Human resource profile/events (DHRM 34), Termination form (DHRM 35), Employment eligibility verification form, Exit interview form, New employee orientation self-guide, and retirement/deferred compensation plan notification (ADNT-2). May contain documentation on employee withholding, completion of course certificates, conflict of interest letters, incentive award results, letters of commendation, leave records, health records, and leave adjustment reports.

RETENTION:

Retain 65 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 2.

AUTHORIZED: 09/03/1997

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 19237

TITLE: Personnel files

(continued)

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after retirement or separation of employee and then transfer to State Records Center. Retain in State Records Center for 64 years and then destroy.

APPRAISAL:

Administrative Legal

These records contain the complete work history of an individual (excluding medical/psychological information) while employed by the state and have legal value as they serve as documentation to verify employment and/or eligibility for benefits for the employee or for any heirs as a result of such employment.

PRIMARY CLASSIFICATION:

Private UCA 63G-2-302 (1)(e) (2008)

SECONDARY CLASSIFICATION(S):

Public. UCA 63G-2-301 (1)(b) (2008)

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18587

3

TITLE: Prescription drug claims

DATES: 1990-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These are prescription drug claims from clients receiving assistance initially through the Office of Family Support, and now provided by The Dept. of Workforce Services. Clients must meet income and medical eligibility requirements set by the federal government and State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 9.

AUTHORIZED: 04/22/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18587

TITLE: Prescription drug claims

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 14429

3

TITLE: Provider billing files

DATES: 1980-

ARRANGEMENT: Alphabetical by provider surname

ANNUAL ACCUMULATION: 3.00 cubic feet.

DESCRIPTION:

These records consist of copies of accounts receivables prepared to collect amounts owed by vendors, organizations, and citizens in the conduct of business.

RETENTION:

Retain 43 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 2.

AUTHORIZED: 11/30/1994

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy provided no pending action or litigation.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 14429

TITLE: Provider billing files

(continued)

PRIMARY CLASSIFICATION:

Public

SECONDARY CLASSIFICATION(S):

Private. UCA 63G-2-302 (2008)

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18598

3

TITLE: Provider files

DATES: 1990-

ARRANGEMENT: Alphabetical by client surname, thereunder chronological

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document services provided for programs offered by the department. Participants are required to meet eligibility requirements outlined by the State of Utah.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 11.

AUTHORIZED: 03/13/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18598

TITLE: Provider files

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18594

3

TITLE: Self-sufficiency/child care eligibility case files

DATES: 1983-

ARRANGEMENT: Alphabetical by surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files are used initially to monitor Family Support client cases and their progress. They are now serviced by The Dept. of Workforce Services. They also document the self sufficiency and income illegible child care programs.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 5.

AUTHORIZED: 07/08/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after case closes and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18594

TITLE: Self-sufficiency/child care eligibility case files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18593

3

TITLE: Single parent employment program files

DATES: 1992-

ARRANGEMENT: Alphabetical by client surname

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document a demonstration program initiated originally by the Office of Family Support, now provided by The Dept. of Workforce Services, to assist single parents obtain gainful employment. This program has an initial life of five years although if successful may be extended. The program was initiated in 1992.

RETENTION:

Retain 6 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 16.

AUTHORIZED: 03/31/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 5 years and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18593

TITLE: Single parent employment program files

(continued)

PRIMARY CLASSIFICATION:

Private

SECONDARY CLASSIFICATION(S):

Controlled. UCA 63G-2-304 (2008)

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18592

3

TITLE: Transmittal records

DATES: 1980-

ARRANGEMENT: Numerical by transmittal number

ANNUAL ACCUMULATION:

DESCRIPTION:

These are transmittals for checks and cash deposited into Human Services divisional and regional Financial Information Resource Management Services (FIRMS) accounts. Deposits are made by low organizational number and include deposits with the State Treasurer, transmittal date, department number, collection number, description number, account number, totals, copies of checks and receipts, services request, and billing forms.

RETENTION:

Retain 3 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 15.

AUTHORIZED: 06/22/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18592

TITLE: Transmittal records

(continued)

APPRAISAL:

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

PRIMARY CLASSIFICATION:

Public

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18591

3

TITLE: Voided medical cards

DATES: 1990-

ARRANGEMENT: Numerical by card number

ANNUAL ACCUMULATION:

DESCRIPTION:

Cards that have been voided initially by the Office of Family Support, and now The Dept. of Workforce Services. When overpayments are discovered, fraud is evident, or the client has been declared ineligible for benefits.

RETENTION:

Retain 5 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 5, Item 14.

AUTHORIZED: 04/22/1997

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

Paper copy: Retain in Office for 1 year and then destroy.

APPRAISAL:

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency for the purpose of conducting audits.

AGENCY: Department of Workforce Services. Ogden North Employment Center

SERIES: 18591

TITLE: Voided medical cards

(continued)

PRIMARY CLASSIFICATION:

Private